



COMOX VALLEY ART GALLERY

Proposal Application Guidelines for Gallery Exhibitions

These guidelines are for artists wishing to exhibit in the Comox Valley Art Gallery.

DEADLINE: January 31 of each year for the following exhibition year for the Public Gallery and Arts & Craft Gallery, which are programmed at least one year in advance. CVAG accepts artist proposals throughout the year and does not have a deadline for submissions for the other exhibit spaces.

APPLICANTS ARE REQUESTED TO PROVIDE THE FOLLOWING:

1) Cover Letter

2) Exhibition Proposal: (Maximum 300 words) explaining your intentions of how and what you plan to exhibit. Please include a title for the exhibition you are proposing, if one is established. Indicate which exhibition space you are applying for: Public Gallery, Arts & Craft Gallery, Window Gallery, George Sawchuk Gallery or Ground Level Studio. We encourage you to read our gallery mandates on our website to choose the best exhibition space for your work.

3) Artist Statement (for a group show, include one from each artist)

4) Resumé or Curriculum Vitae, including the applicants' exhibiting history beginning with the most recent. (For a group show, include one from each artist)

5) 10 - 20 Images of artwork relevant to your proposal. (for a group show, max. 20 images total)
Images must be of a professional quality to facilitate evaluation.

Slides - Label all slides with the artist's last name and title. Indicate bottom left corner with red dot.

Do not send original slides.

CD - Jpegs or Tiffs only, PC compatible. Name each file with artist's last name and title (or part of title).

DVD or VHS videotape - Must not exceed a running time of 15 minutes. Name each file with artist's last name and title (or part of title). Label all videotapes with the artist's last name and title.

6) Image List of work submitted detailing Title, Year, Artists Name, Materials, Dimensions in cm

7) S.A.S.E. - Self addressed stamped envelope, with sufficient postage for the return of your proposal materials. If you do not want your materials returned to you, please indicate this clearly.

8) CD-ROM: Please include items 1-4 as .doc or .rtf files on a CD-ROM (with your image files).

ADDRESS APPLICATIONS TO:

Curator, Comox Valley Art Gallery - 580 Duncan Avenue, Courtenay, BC, V9N 2M7

CVAG CONTACT INFORMATION

Telephone: 250 338 6211, Fax: 250 338 6287, Email: curator@comoxvalleyartgallery.com

Website address: www.comoxvalleyartgallery.com

CVAG was established in 1974 as a non-profit society. Societies act # 11024

There is an artist fee paid to the artist(s) only for the Public Gallery. Based on CARFAC 2004 recommendations; Solo: \$1200; Duo: \$600 each; Trio: \$400 each; etc. Thank you for your interest in exhibiting at the Comox Valley Art Gallery.